

## **Proclamation Guidelines**

### **Proclamations are ceremonial documents signed by the Mayor and issued for:**

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

### **Proclamations will not be issued for:**

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Cleveland
- Campaigns or events contrary to City policies

### **Other:**

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

### **Who can make a proclamation request?**

- Request must be made by a City of Cleveland resident.
- Proclamations must affect a broad group of people. We will not issue proclamations for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

### **How should a proclamation request be made?**

- All requests must be made in writing. Request can be mailed, faxed or hand-delivered. If mailed or faxed, please call to verify receipt by our office. Due to the large volume of requests, we cannot honor phone or email requests.
- Requests should be made at least **10** business days in advance of the date the document is needed. The exception to this rule is condolence requests- these should be made as soon as possible after a person's passing.

### **What must the request include?**

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date (s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses
- An indication of whether the proclamation should be mailed or will be picked up and the date
- A date when the proclamation is needed

### **Direct request to:**

Jenny Huth, Communications Assistant

Mayor's Office of Communications  
601 Lakeside, Room 227  
Cleveland, Oh 44114

Phone: 216.420.7624  
FAX: 216.420.8758